BRUCE QUINTON
District Administrator

LYDIA GNOS, ED.S.
K-8 Principal

PEPIN AREA SCHOOLS

"Home of The Lakers"

510 PINE ST., P.O. BOX 128 • PEPIN, WISCONSIN 54759
715-442-2391 • FAX 715-442-3607
home.centurytel.net/pepinschools

BOARD OF EDUCATION:
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REQUEST FOR PUPIL RECORDS

The following student has enrolled in the Pepin Area Schools effective: _____
Date

_____ _____ _____
Name of Student Date of Birth Parent/Guardian

Pursuant to Wisconsin Statutes 118.125(4) and Federal Regulations, Section 99.31/34, you are authorized to forward the above student's records (progress and behaviors) by this official notification of student enrollment.

Please address the aforementioned records to my personal attention.

Cordially,

_____
Principal

Pepin Area Schools, 510 Pine St.
Pepin, WI 54759

Wisconsin Statute 118.125 PUPIL RECORDS (4) TRANSFER OF RECORDS. A School District shall transfer to another school or school district all pupil records relating to specific pupil if the transferring school district has received written notice from the pupil if he is an adult or his parent or guardian if he is a minor that the pupil intends to enroll in the other school or school district or written notice from the other school or school district that the pupil has enrolled.

Federal Regulation, Section 99.31 Prior consent for disclosure not required. (a) An educational agency or institution may disclose personally identifiable information from the education records of a student without the written consent of the parent of the student of the eligible student if the disclosure is:

(2) To officials of another school or school system in which the student seeks or intends to enroll, subject to the requirements set forth in 99.34;

Section 99.34
**Conditions for disclosure to officials of other schools and school systems. (a) An educational agency or institution transferring the education records of a student pursuant to 99.31 (a) (2) shall:

(1) Make a reasonable attempt to notify the parent of the student or the eligible student of the transfer of the records at the last known address of the parent or eligible student, except

(ii) When the agency or institution includes a notice in its policies and procedures formulated under 99.5 that it forwards education records on request to a school in which a student seeks or intends to enroll; the agency or institution does not have to provide any further notice of the transfer;

The Pepin School District provides such notice in its policy statement and hereby requests that you forward the records requested.

Pepin Area School's vision is "Encouraging a community of learners in a positive atmosphere where learning is a life long process which develops responsible citizens who value knowledge."

The Pepin Area School District does not discriminate on the basis of race, color, religion, sex, national origin, age or handicap.